

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1240

**TITLE:** INFORMATION OFFICER II

**GRADE:** S-24

**DEFINITION:**

Under direction, plans and executes information programs, including issuing information to news media, editing publications, and dealing directly with the public; does related work as required.

**TYPICAL TASKS:**

Plans special events and edits news releases and publications to inform the public of County services and activities;

Maintains contact with editors of principal news media covering the County and assists media representatives covering County Government activities;

Assists agencies in the development of information programs, including news releases and publications;

Plans photographic coverage and, when necessary, takes and processes photographs to illustrate publications and news releases;

Supervises subordinate personnel, participates in civic meetings and speaks before groups.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of public information work and the organization and functions of local governments;

Skill in writing and editing material for publication;

Knowledge of printing and reproduction processes;

Knowledge of the requirements of broadcast media and ability to prepare material for their use;

Ability to design visual material for publications or displays;

Knowledge of fundamentals of skill photography and ability to plan and execute photographic coverage of complex events;

Ability to supervise subordinate personnel;

Ability to establish and maintain effective relationships with the public, the press and County employees.

**EMPLOYMENT STANDARDS:**

Graduation from college in journalism or a related field and five years of progressively responsible experience in public information, journalism, broadcasting or publications editing.

REGRADED:

July 8, 2006